

**Human Resources Department**  
**Documents required for HR Personnel File**  
**(Revised 8/28/06)**

\_\_\_\_\_  
Employee Name (Last Name/First Name)

\_\_\_\_\_**New / Rehire (Submitted in a “City Information” folder)**

Analyst: (Rehires Delete Adjusted Hire Date if any on Bio Data Screen) \_\_\_\_\_ Social Security Number

- \_\_\_\_ P-1 Form
- \_\_\_\_ Application (application must have original signature)
- \_\_\_\_ Job Specification/Advertisement – with Employee’s signature
- \_\_\_\_ Copy of transcripts, licenses, etc. *when applicable*
- \_\_\_\_ Approved Recommendation for Hire Form
- \_\_\_\_ Applicant Selection Letter
- \_\_\_\_ Proof of Selective Service Registration (males 18-25)
- \_\_\_\_ Agreement for Temporary & Seasonal Employment

- Records: \_\_\_\_\_ I-9 Form
- \_\_\_\_ P-2 Form
  - \_\_\_\_ Direct Deposit Acknowledge Form
  - \_\_\_\_ NEO Acknowledgment Form
  - \_\_\_\_ Emergency /Stats Form
  - \_\_\_\_ PERA Application for Membership
  - \_\_\_\_ PERA Refund Beneficiary Designation
  - \_\_\_\_ PERA Survivor Designation
  - \_\_\_\_ PERA Exclusion Form

\_\_\_\_\_**Promotions & Transfers or Salary Changes**

Analyst: \_\_\_\_\_ (Student, Seasonal or Temporary to Permanent) Add Adjusted Hire Date on Bio-Data

- |  |   |
|--|---|
| ____ P-1 Form                                  | ____ <b>Administrative Transfer</b>                 |
| ____ Applicant Selection Letter                | ____ P-1 Form                                       |
| ____ Application update Form                   | ____ Memo (from Department Director)                |
| ____ Approved Recommendation for Hire Form     | ____ Memo (From CAO/HR Dir-<br>between departments) |
| ____ Advertisement – with Employee’s signature |   |
| ____ PERA Application for Membership           |   |
- (Required when changing PERA pay plans)*

- Records: *(Only required to go to NEO when changing status from Student, Seasonal to Permanent).*
- \_\_\_\_ PERA Application for Membership
  - \_\_\_\_ PERA Refund Beneficiary Designation
  - \_\_\_\_ PERA Survivor Designation

\_\_\_\_\_**Completion/Extension of Probation**

- Analyst: \_\_\_\_\_
- \_\_\_\_ P-1 Form (action code –26-salary change and reason code-(PROB-completion of probation OR extension of probation)
  - \_\_\_\_ Performance Evaluation Form or Memo (original)

\_\_\_\_\_**Terminations (P-1 Form only required for Seasonal & Students)**

- Analyst: \_\_\_\_\_
- \_\_\_\_ Employee Clearance Form (Original or copy)
  - \_\_\_\_ P-1 Form
  - \_\_\_\_ Letter of Resignation/Termination
  - \_\_\_\_ If dept does not have resignation letter–Dept must indicate note on P-1

*All required documentation has been attached. Sign & Date*

HR Analyst \_\_\_\_\_ /\_\_\_\_/\_\_\_\_

HR Records \_\_\_\_\_ /\_\_\_\_/\_\_\_\_